

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND  
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC MEMORANDUM  
NO. 1-3

19 May 1995

Administration  
HQ AMC STAFF DUTY OFFICER DETAIL

	Paragraph
Purpose.....	1
Scope.....	2
Responsibilities.....	3
Duty Officer Tour of Duty.....	4
References.....	5

1. **Purpose.** This memorandum prescribes the policies, procedures, and requirements concerning the detailing of the Headquarters, United States Army Materiel Command (HQ AMC) Staff Duty Officer (SDO).

2. **Scope.** All commissioned, warrant, and GS/GM-14 supervisory, and enlisted (E-7/E-8) personnel assigned to AMC activities and performing duty in the AMC Building, Alexandria, Virginia, are eligible for detail as the HQ AMC SDO with the exception of --

a. General officers, colonels, and lieutenant colonels on current promotion list to colonel.

b. Commanders, deputy chiefs of staff, inspectors general, and aides-de-camp.

c. Medical doctors, chaplains, and Judge Advocate General Corps officers.

d. GS/GM-14 supervisors exempted in writing by the AMC Chief of Staff.

e. Officers within 30 days of departure on permanent change of station, release from active duty, or retirement.

3. **Responsibilities.**

a. The Chief of Staff will personally approve all exemptions to the SDO Duty Roster in writing.

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\* This Memorandum supersedes AMC-M 1-3, 14 Dec 87.

b. The Secretary of the General Staff (SGS) is responsible for --

(1) Preparing and maintaining the AMC SDO Instruction Book.

(2) Informing the SDO of special instructions related to the Command Group not contained in the SDO Instruction Book.

c. The Chief, HQ Personnel Service Center (PSC), is responsible for--

(1) Maintaining a consolidated duty roster for weekday/weekend/holiday duties. The Official Personnel Register, DA Form 31 (Request Authority for Leave), SF 71 (Application for Leave) and DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel), will be used to substantiate all gains, losses, and authorized absences to be recorded on the duty roster.

(2) Appointing SDOs as prescribed by AR 220-45. Preparing and distributing SDO rosters by e-mail to Administrative Offices and each individual to perform duty. Ensuring an acknowledgement is received from each SDO assigned to perform duty.

(3) Furnishing the HQ Security Office, SGS, and the AMC Operations Center a 30-day listing of officers scheduled for duty.

(4) Furnishing Printing and Publications Branch (AMCIO-I-SP) an advance listing of scheduled SDOs for insertion into the AMC Bulletin NLT 1200 on the Tuesday, prior to the first Friday of each month.

(5) Maintaining a by-name listing of all SDO exemptions. This list will be updated and presented to the Chief of Staff for approval, quarterly.

d. Each person eligible for detail as SDO is responsible for--

(1) Informing the Chief, Personnel Service Center (PSC), as soon as possible, but not later than 30 days in advance of planned absences.

(2) Arranging for a substitute if a required absence or personal desire precludes performing duty on schedule.

(a) Once scheduled on a publish roster it is the duty officer's responsibility to either perform the duty or arrange for a substitute. If the scheduled employee is unable to arrange for a substitute he/she should contact his/her organization for assistance.

(b) Written notice of substitution, by the duty officer originally detailed, and acceptance of duty by the substitute officer must be forwarded to the Personnel Service Center (PSC) (AMCPE-AS).

(3) Reporting to the SGS Office, Room 10S54, for a briefing on-

(a) Weekdays - Not later than 1300 on the day of the tour of duty.

(b) Weekends and holidays - Not later than 1300 on the last duty day preceding the weekend or holiday duty.

(4) Reporting to the Operations Center (G2C60) immediately after the SGS briefing to receive an Operations/Intelligence update.

(5) Following instructions provided by the Office of the SGS and Operations Center.

e. Operations Center will --

(1) Brief SDO'S prior to their assigned duty on operational matters, such as "Open Sky Flyovers," "INF Inspections, "START Inspections" and ongoing equipment shipments to deployed forces.

(2) Ensure SDOs understand reference materials and emergency actions.

f. Deputy Chiefs of Staff and Separate Office Chiefs are responsible for ensuring their organizations immediately inform the Personnel Service Center (AMCPE-AS), by e-mail, of deployments or temporary duty affecting their personnel on the SDO roster.

g. Emergency Situations.

(1) In the event a person has been detailed for duty and is unable to perform for emergency reasons, such as last minute illness or information of a death in the immediate family, he/she should contact PSC, 617-8149/8150 during duty hours. The PSC will attempt to determine if the individual's reason is legitimate and notify the next individual on the duty roster to perform the duty. In accordance with AR 220-45, the next person eligible on the duty roster, who is available, will be detailed to perform the duty. The PSC will inform the SGS of the change in SDO.

(2) For emergencies during nonduty days, the duty officer will attempt to find the next duty officer be in line. If that fails, contact the Chief, PSC, DCS for Personnel (DCSPER) and request the next eligible officer be ordered to duty.

**4. Duty officer tour of duty.**

a. Weekdays. From 1630 on duty day until relieved by SGS personnel the next morning (usually 0700). The SDO will brief his relief on any operations/intelligence matters which occurred during his/her tour of duty.

b. Weekends and holidays. From 0800 to 0800 if properly relieved (verbal hand-off) by the oncoming staff duty officer. Proper relief is a conversation between the off-going and oncoming duty officer, which results in the oncoming duty officer acknowledging receipt of responsibility. Upon turning in SDO materials to the SGS Office the next duty day, each SDO will brief the relieving officer on significant occurrences during their tour of duty.

**5. References.** ARs 210-10 and 220-45.

FOR THE COMMANDER:

RAY E. McCOY  
Major General, USA  
Chief of Staff

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